



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING**

**February 16, 2021**

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**PRESENT IN-HOUSE:** None

**PRESENT REMOTELY:** Katie Allan, Elizabeth Crewe, Joyce Hagen-McIntosh, Tom Krueger, Angie Larson, Shannon Rischow, Becky Spratford

**ABSENT:** None

**STAFF PRESENT IN-HOUSE:** Charity Gallardo, Roberta Richter

**VISITORS PRESENT REMOTELY:** Chuck Johnson, Peter Van Kempen, Susie Lehuta

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**Meeting called to order by Hagen-McIntosh at 7:01 pm.**

**MOTION TO APPROVE AGENDA.**

A motion was made by Larson to approve the agenda.

Seconded by Spratford.

**ROLL CALL VOTE**

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

**MOTION PASSED**

**PUBLIC COMMENTS ON THE AGENDA:**

None

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS**

**Resolution No. 02-16-A-2021: Appreciation for Angie Larson**

Hagen-McIntosh read the appreciation resolution. She also thanked Larson for her service on the Board and accomplishments with the Library. Larson spoke about her experience on the Board.

**MOTION**

A motion was made by Spratford to approve the Resolution of Appreciation for Angie Larson.

Seconded by Crewe.

## **ROLL CALL VOTE**

**Allan: aye.**

**Crewe: aye.**

**Krueger: aye.**

**Larson: aye.**

**Rischow: aye.**

**Spratford: aye.**

**Hagen-McIntosh: aye.**

**MOTION PASSED**

## **Update on Trustee Vacancy Process**

Application acceptance will be closed March 1<sup>st</sup>. All the Trustees will receive a copy of the applications. Interviews will be conducted at the March 16<sup>th</sup> meeting.

## **Executive Director Evaluation Process and Timeline**

Hagen-McIntosh will provide trustees and Gallardo with a form listing the year's focus areas for their comments. Gallardo's comments will be due to Hagen-McIntosh by April 1. Trustees will have their comments turned in to Hagen-McIntosh by April 6. Trustees will meet in closed session to discuss and prepare Gallardo's evaluation on April 13. The Board will meet in closed session with Gallardo on April 20 to deliver her evaluation.

## **State Library Per Capita Grant Application**

Gallardo discussed the application form and requirements to be eligible for the grant. There were new standards this year. There will be discussion with staff regarding how to meet any standards where work is needed.

## **MOTION**

**A motion was made by Hagen-McIntosh to accept the Per Capita Grange Application as written.**

**Seconded by Allan**

## **ROLL CALL VOTE**

**Allan: aye.**

**Crewe: aye.**

**Krueger: aye.**

**Larson: aye.**

**Rischow: aye.**

**Spratford: aye.**

**Hagen-McIntosh: aye.**

**MOTION PASSED**

## **Committee Reports**

**Finance & Advocacy:** The committee is planning a meeting to be held in the second week of March to go over the draft operating budget for FY2021-22.

**FOL Liaison:** Signs have been placed at the front of the Library advertising the FOL membership drive. The group has received a few new memberships. They will be scheduling a meeting for April to brainstorm next steps.

**RAILS/ILA Liaison:** ILA- The next Legislative Meet Up is scheduled for February 19. The ILA Conference will be held virtually in October of 2021. RAILS- nothing new to report. There was discussion regarding the Cards for Kids Act. SWAN set up official patron profile types and Access Services Manager Bartlett is working with her team regarding the registration process. The Library is waiting for final administrative rules from the State Library for clarification before promoting although cards are available now upon request. The required quarantine for materials going into delivery is expected to change. Waiting for official word from RAILS.

**Policies & Services:** The latest meeting was postponed and will be rescheduled for March.

**Village Liaison:** Nothing new. Larson gave a reminder to the Trustees to revisit safety protocols when once the Village has a new police chief.

**Executive Director's Report:** Cook County responded to a request to provide vaccinations to library workers. Unfortunately, the request was turned down at this time. The Library will be recognizing staff who had a five-year increment anniversary in 2020. The Organizational Health Committee will also look at recognition overall and creating a more comprehensive program. Gallardo noted that Trustees should see a change to the insurance liability line for this year once costs for next year get booked to next year through a journal entry. The transfer to the Special Building Fund took place and will be reflected next month's financials. There will also be a large deposit next month, due to money being moved from the now closed Fifth Third account, to the Wintrust account. Studio GC met with Gallardo to discuss drive up options. A walk through is scheduled for Friday, February 19. IT and Operations Manager, Van Kempen gave an update about the basement construction work. He stated that the process is behind schedule, however it is nearly complete and the new drain tile system is in place and effectively managing the water.

**MOTION TO APPROVE THE OMNIBUS AGENDA:** Krueger motioned to approve the Omnibus Agenda including the Minutes of Regular Board Meeting on January 19, 2021, Minutes from the Finance & Advocacy Committee Meeting on December 21, 2020, and the Operating Warrant, February 16, 2021.

Seconded by Larson.

**ROLL CALL VOTE**

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

**MOTION PASSED**

**PUBLIC COMMENTS REGARDING MATTERS NOT ON THE AGENDA:**

None

**TRUSTEE COMMENTS:** Hagen-McIntosh reiterated her thanks to outgoing Trustee Angie Larson.

**CLOSED SESSION:**

None

**ADJOURNMENT:** Hagen-McIntosh adjourned the meeting at 8:15 pm.

Submitted by:

Roberta Richter, Business Manager